

Rutland County Council

Job Description

Job Title:	Planning Support Apprentice
Grade:	Apprentice
Department:	Places
Team:	Development Management
Line Manager:	Development Manager

Purpose of the Job:

To achieve successful operation of the Planning Support section through efficient and effective provision of technical and administrative support to the Development Management, Land Charges, Local Plan and Building Control sections.

To undertake a one-year training programme working towards a City and Guilds Level 2 Diploma in Business Administration. Work based learning will be key to the completion of this role. The post holder will be supported by Rutland Adult Learning Service, to complete the educational qualification.

Key responsibilities:

1. To support the team in undertake the processing of planning and building control applications, including checking they meet regulatory requirements, dealing with fees, plotting, inputting on the computer, generating consultations and sending out decisions.
2. To support the team and help ensure that the section's online planning application system is kept up to date and to undertake any scanning, printing or other document preparation and related tasks as may be necessary to achieve this.
3. To support the team dealing with enquiries from the public, agents, Council Officers and Members and interpreting plans and drawings in order to supply related information and deliver good customer service.
4. To help support the teams operate, maintain and develop of the section's computer software systems to include the processing of Planning and Building Control applications and other documents in digital format and to assist with the maintenance and development of the Planning & Building Control online portals and relevant Rutland Council webpages.
5. To maintain and update as required property history records, registers and other technical records.
6. To provide admin support to the Planning Policy team including the preparation of mail outs, collating and processing consultation responses, maintaining



evidence and consultation data sets, and preparation of consultation and community engagement events.

7. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications Educated to GCSE Level or equivalent Maths and English at Entry Level 3

Experience Experience using email
Experience using Microsoft Office
Experience of using ICT systems

Skills Self-motivated and committed
Willingness to learn new information and develop skills
Proactive and keen to use own initiative
Ability to work as part of a team
Ability to handle confidential information appropriately
Ability to answer, speak confidently and take messages on the telephone
Good organisational skills

Values Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

